

**June 4, 2004**

**WEST VIRGINIA BULLETIN NO: WV300-4-10**

**SUBJECT: 2004 EQIP 2<sup>nd</sup> Ranking Period**

**Purpose: To inform Field Offices of an EQIP 2<sup>nd</sup> Ranking Period, ending at COB on June 15, 2004**

**Expiration Date: Sept. 30, 2004**

**Due to the fact that several Local Working Groups have exhausted, or nearly exhausted, their supply of active EQIP applications, a second ranking period for the 2004 EQIP is being announced. Additional applications are being sought to assure that NRCS is funding applications with the greatest resource needs. News releases will be sent to the media, with copies to the field offices for local distribution.**

**All EQIP applications that are on hand at the close of business on June 15, 2004, will be ranked and considered for funding. A timeline for the second ranking period is attached.**

**Field office staffs are reminded that EQIP has a continuous signup, and that the end of the first ranking period for FY2005 is planned to be Oct. 29, 2004. Field staffs need to encourage landowners to apply for the EQIP program and build a backlog of active applications for the FY2005 EQIP program. The funding that West Virginia will receive in FY2005 will be directly affected by the number of active applications available and entered into ProTracts.**

**If you have questions or need additional information, please contact Jim Piper at 304-284-7543, or Herb Andrick at 304-284-7560.**

**/S/**

**LILLIAN V. WOODS  
State Conservationist**

**Attachment**

**DIST: O**

**John Rader, SED, FSA, Morgantown, WV  
Clair Cottrell, Chair, FSA State Committee  
Jim Piper, ASTC(Operations), Morgantown, WV  
Herb Andrick, Resource Conservationist, Morgantown, WV  
Truman Wolfe, Executive Director, WVCA, Charleston  
Joe Gumm, President, WVACD, Elkins  
James McClelland, President, WV RC&D Assoc., Huntington**

## **FY2004 EQIP TIMELINE**

**(2<sup>nd</sup> Ranking Period)**

**June 15** End of Ranking Period

**July 2** DCs complete ranking of applications.

**July 9** All EQIP applications and ranking data are entered into ProTracts. DCs will select applications for contract development, based on ranking points and funding availability, from the ProTracts database. The “Lead DC” in the LWG will coordinate and confirm applications selected for contract development with the other DCs, the ASTC(FO), and the ASTC(Operations). Do not skip over a higher ranked application to fund a lower ranked application.

**July 9** DC notifies the applicants selected for contract development via letter, using ProTracts.

**July 9** The State Office will provide a summary of selected applicants and dollars by county, to permit FSA to make initial allocations to the FSA county offices.

**Aug. 6** EQIP Plan of Operations and Contract support documents to be prepared for contract approval. DCs will promptly notify the ASTC (FO) and ASTC(Operations) in writing of any problems with applicant cancellations. Additional applicants will be selected for contract development according to the ranking list in ProTracts. Do not skip over a higher ranked application to fund a lower ranked application. All conservation plans and contract support documents will be developed in Toolkit. The contract support documents will be uploaded into ProTracts, according to the guidance and instructions for the use of ProTracts.

**Aug. 13** NRCS will notify FSA of the final dollar amount of the contracts in each county, so that FSA can make any needed adjustments in the county final allocations. The State Office will obtain this information through ProTracts.

**Aug. 13-20** FSA will adjust the county final allocations for the second ranking period.

**Aug. 13-27** The NRCS CCC Representatives will sign contracts. The local DC and the NRCS CCC Representative signing the contracts will confirm with the local FSA office that the required dollar amount has been allocated before signing the contracts. If the necessary dollars have not been allocated to the FSA Office, the CCC Representative will contact Jim Piper, ASTC (Operations) at the NRCS State Office.

**Aug. 30** DCs will notify EQIP applicants not selected for contract development that their applications will be deferred to the next ranking period, using letters from ProTracts.

**Sept. 30** FSA County Offices to have contracts entered into System 36.